



Program Manager

Starting Salary Range: \$50,000 - \$55,000

Location: Tulsa, OK

Full or Part Time: Full Time

Supervisory: No

Reports to: Program Director

Date Opened: October 28, 2022

Position Description:

Tulsa Regional STEM Alliance (TRSA) sits at the intersection of community partnerships, nonprofits, industry and workforce development initiatives, and PK-20 school systems shaping, creating, and supporting high-quality STEM education for all. TRSA coordinates, strengthens, and directly provides opportunities, possibilities, and resources for educators and students in science, mathematics, engineering, and technology across the Tulsa region. By cultivating meaningful partnerships and pathways, educators are STEM-prepared and students are inspired and prepared to be STEM-ready.

TRSA is seeking an individual who thrives in a fast-paced environment, is driven to explore new ways to increase STEM ecosystem efficacy, and who will work alongside a committed team of nonprofit professionals who create opportunities ensuring all students are STEM-ready. Ideal candidates work to create an inclusive environment and behave in ways that ensure partners and colleagues feel embraced, respected and valued, engaged and connected to the community, and safe from abuse and harassment.

Under the direction of the Program Director, the PM will collaborate with other Program Managers and the Community Engagement Manager to develop and enact out-of-school time (OST) student- and family-facing STEM experiences that create effective, equitable, and sustainable STEM experiences within the ecosystem. The primary focus of the role involves strategic work in collective impact through local STEM Hubs, engaging students and families with high-quality STEM opportunities, and providing resources to partners to do the same.

The PM coordinates closely with stakeholders (school districts, higher education partners, community organizations, and business/industry) and shareholders (i.e., students and families) to co-design OST experiences that provide participating youth – especially historically-excluded students – with a safe environment to engage in and pursue their STEM passion. To ensure TRSA accomplishes this, OST programs target underserved and historically excluded communities across Northeastern Oklahoma.

This role should be expected to be able to process data and use Excel, deliver project management through software, and utilize all aspects of Google and Microsoft suites. Local travel to TRSA-sponsored activities occurs regularly, and overnight travel may be rarely required.

Position Responsibilities:

- **Initiate, facilitate, and strengthen STEM Hubs to expand access to high-quality STEM learning experiences.**
 - Cultivate partnerships with partners and stakeholders who are brought together to initiate and govern community collaborations.
 - Support the evaluation of assets and needs to establish partnering sites
 - Leverage data and evidence to make decisions and improvements
 - Connect STEM Hubs with funding, curriculum, training, and evaluation
 - Expand access to TRSA-led programs
 - Support communication related to HUB partners
 - Report internally and externally on goals, progress, challenges, and opportunities.
 - Collaborate with Community Engagement Manager on promotion and advertisement
 - Coordinate mentorship and volunteer opportunities with Community Engagement Manager
- **Administer grants offered by TRSA to support the expansion and increase access to OST STEM experiences.**
 - Create schedules and procedures for grants support OST experiences
 - Ensure documentation, training, and support is provided for potential applicants
 - Ensure internal and external engagement in the creation, evaluation, and accountability of grants supporting OST experiences
 - In coordination with the ecosystem and program team, implement program evaluation, improvement, and impact methods
 - In coordination with the Community Engagement Manager, communicate impact to community partners
 - Curate curriculum and manage programs related to the [STEM Experience Playbook](https://playbook.tulsastem.org/) (<https://playbook.tulsastem.org/>) including content, material lists, related grants, and facilitator training
- **Design and implement student and family experiences based upon needs and existing TRSA models (when appropriate) in a manner that strategically serves the students, teachers, and families.**
 - Create schedules and content for youth events
 - Cultivate partnerships, including appropriate documentation to ensure consistent offerings
 - Manage materials and finances related to the project in coordination with Chief of Staff
 - Collaborate with Community Engagement Manager on promotion and advertisement
 - Coordinate mentorship and volunteer opportunities with Community Engagement Manager
 - Implement program evaluation, improvement, and impact methods

Other duties as assigned

- Support development efforts such as staffing major fundraising events.
- Support special projects and initiatives of TRSA and its partners as needed.

Required Qualifications:

- Knowledge and understanding of the current STEM education landscape (including appropriate standards and relevant pedagogy)
- Bachelor's Degree or 3+ experience with STEM, education, or nonprofits
- Ability to work independently with minimal supervision
- Experience with writing, receiving, or assisting with grant proposals
- Highly organized with project- and time-management skills
- Proficiency with technology, including Google Suite (docs, sheets, and slides, or equivalent programs)
- Commitment to working within a team environment
- Flexibility to thrive in a dynamic fast-paced environment
- Consensus-building and conflict-resolution skills
- Excellent organizational and communication skills (both written and verbal)
- Professional attitude and workplace demeanor
- Valid Driver's License and reliable transportation
- Ability to travel locally regularly (1+ local trips/week) and overnight occasionally (<3 nights/year)

Preferred Qualifications:

- Bachelor's Degree in a STEM-related field or Education
- Previous industry experience in a STEM-related field
- 5+ years of experience in education, grants (writing or administrating), or community service

Compensation:

- The annual salary range for Program Managers is set at \$50,000 to \$60,000.
- Benefits package includes health, dental, and life insurance, 50% 401k matching, 160 hours of annual Paid Time Off, 40 hours of monthly Virtual Office Leave allowing employees to work off-site, and 14 holidays.

Equal Employment Opportunity:

In any of its activities or operations, TRSA shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other basis made unlawful by applicable federal, state, or local laws or regulations. This policy governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.